

Professional Development Requirements for Secretaries

1. CPR and AED (Courses must be taken every 5 years)

Contact person: Lauren Smith

2. Health Related Courses (Must be taken yearly)

Contact person: Lauren Smith

Required Courses:

- Bloodborne Pathogen Exposure Prevention
- Health Emergencies: Asthma Awareness
- Health Emergencies: Diabetes Awareness
- Health Emergencies: Seizures
- Medication Administration: Diastat
- Medication Administration: Epinephrine Auto-Injectors
- Medication Administration: Glucagon

3. McKinney-Vento Awareness Training

Contact person: Gwen Johns

Required Courses:

- Homeless Students: Awareness and Understanding (Must be taken yearly)